**Unit 6 ~ Chapter 18 - 21**

**Study Guide**

**True and False Questions**

1. \_\_\_\_\_ The demand for factors of production affects the availability of jobs.
2. \_\_\_\_\_ Stages of the business cycle affect job opportunities.
3. \_\_\_\_\_ Computers and information technology have little effect on blue-collar workers.
4. \_\_\_\_\_ The need for businesses to remain profitable and competitive has led to downsizing.
5. \_\_\_\_\_ Career planning begins when you make decisions about your interests and the occupation you want to have someday.
6. \_\_\_\_\_ A natural, in-born aptitude to do certain things is an ability.
7. \_\_\_\_\_ The willingness and ability of workers to move where jobs are available is called mobility.
8. \_\_\_\_\_ Some employers use ability tests to find out how well job applicants can do certain job tasks.
9. \_\_\_\_\_Getting a position interview is the main purpose of a letter of application.
10. \_\_\_\_\_ Small businesses tend to be innovators of products and of production processes.
11. \_\_\_\_\_ A small business may employ up to 500 people.
12. \_\_\_\_\_ A venture business has no employees other than the owner.
13. \_\_\_\_\_ It is not necessary to include a personal data sheet if you have a well-written and complete letter of application.
14. \_\_\_\_\_ When you leave a job, you should exit as soon as possible.
15. \_\_\_\_\_ Studying careers is continuous because new career opportunities come along regularly.

**Multiple Choice Questions**

1. Which of the following is NOT something you need to find out about in career planning.
   1. The age of workers in an occupation
   2. Wages paid
   3. Education and training required
   4. Duties performed
2. The things in life that are important to you are your
   1. Goals.
   2. Talents.
   3. Values.
   4. Abilities.
3. Which of the following is NOT true about making career decisions?
   1. Some decisions are tentative.
   2. Following prescribed steps leads to decisions that are always right.
   3. Initial career decisions should be made while still in school.
   4. Participating in school organizations can be helpful.
4. What effect will a carelessly written letter of application have on readers?
   1. They will wonder if you can operate a computer.
   2. They will think you have a lot to do at home.
   3. They will think that you will be a careless worker.
   4. They will want to see you right away.
5. Employers may use ability tests to find out about
   1. Keyboarding skills.
   2. Word processing skills and knowledge.
   3. Calculating skills
   4. All of the above
6. To succeed on your first job, you should
   1. Ask questions
   2. Avoid complaining
   3. Be friendly
   4. All of the above
7. Which of the following is NOT a good procedure when filling out a position application form?
   1. Take the assignment seriously.
   2. Leave blanks if you do not understand or like a question.
   3. Consider it your first job task.
   4. Answer everything honestly.
8. Special programs offered to small-business owners by colleges and universities are known as
   1. SCOREs.
   2. SBIs.
   3. SBAs.
   4. SBQs.
9. Which of the following is part of the definition of entrepreneurship?
   1. Starting a business
   2. Organizing a business
   3. Assuming responsibility
   4. All of the above
10. When a company does not have enough money and other assets to pay its creditors, the situation is called
    1. Negative financing
    2. Poor management
    3. Owner’s dilemma
    4. bankruptcy

**In the blanks provided, write the word of phrase that best completes each sentence.**

1. The section of a newspaper that contains useful career planning information is the \_\_\_\_\_\_\_\_\_\_\_\_.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the process of talking to other people about their jobs.
3. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ interview is a planned discussion to learn about work and what is liked and not liked about an occupation.
4. The willingness and ability to move to where jobs are available is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. Making tentative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ while in school has many advantages.
6. A letter written to get a personal interview is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. Another name for a personal data sheet is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are people who can give a report about your character.
9. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is someone who has been trained in talking with job applicants and hiring new employees.
10. The difference between having just another job or being happy and successful could be your \_\_\_\_\_\_\_\_\_\_.
11. A \_\_\_\_\_\_\_\_\_\_\_\_ occurs when a small business is discontinued with a loss to at least one creditor.
12. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a government-funded organization that helps small business owners borrow money as well as manage their businesses more efficiently.
13. Most small businesses begin as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is money used to start up a new small business or help a business expand.
15. If you assume the risk of starting a business to earn a profit, you can be classified as an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.